



United States
Department of
Agriculture

Agricultural
Marketing
Service

STOP 0249 - Room 2092-S
1400 Independence Avenue, SW.
Washington, D.C. 20250-0249

FEBRUARY 2005

NOTICE TO THE TRADE

13th ANNUAL INDUSTRY CONFERENCE FOR CONTRACTORS AND SUPPLIERS IN USDA'S MEAT AND FISH PURCHASE PROGRAMS

The Livestock and Seed (LS) Program of the Agricultural Marketing Service (AMS) invites current and potential contractors, meat suppliers and processors, and other interested parties to participate in the annual conference for the Department of Agriculture's commodity purchase and distribution program for meat and fish items. The meeting will provide an overview of the program and changes for the upcoming purchase year.

The dates and location of the conference are as follows:

When: Wednesday, April 27, 2005 -- 4:00 p.m. to 6:00 p.m.--Overview of preparing Technical Proposals

**Thursday, April 28, 2005 -- 7:30 a.m. to 3:00 p.m.--General Industry Session
3:30 p.m. to 5:30 p.m.--Further Processors Forum (Open to all participants)**

**Where: Hilton Kansas City Airport
8801 N.W. 112th Street
Kansas City, Missouri 64153
Phone: (816) 891-8900**

Pre-Registration Information:

Pre-registration for the conference is requested. Please return the attached form by April 8, 2005. We invite you and your colleagues to submit questions and comments in advance, so time can be allocated for discussion. If you would like additional information, please call Sue Olson or Lauren King on (202) 720-2650.

Shuttle service is available from the airport. Lodging at the host facility is \$92 per night, plus tax. Participants are asked to make their own lodging arrangements. In order to obtain the conference room rate, reservations must be made by April 13, 2005. A breakfast buffet will be available in the hotel restaurant.

We value your participation and look forward to your attendance at the conference.

Associate Deputy Administrator
Livestock and Seed Program

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SCHEDULE OF EVENTS

Overview of Preparing Technical Proposals -- April 27, 2005 -- 4:00 p.m. to 6:00 p.m.

Target audience: Quality Assurance/Plant Managers (including further processors)

The session will provide an overview on the documentation needed to assist meat and fish suppliers in preparing the written technical proposals that is required to participate in Federal food and nutrition program purchases. Increasingly, LS Program procurement systems require the submission of technical proposals for approval prior to submitting cost offers.

The targeted workshop audience is quality assurance personnel or production managers who are or may be responsible for developing technical proposals, quality control manuals, or processing specifications for product destined to LS Program purchases, including processors of cooked products. The workshop would also benefit other personnel who are involved in the production or contracting process.

General Industry Session -- April 28, 2005 -- Target audience: Company Officials and/or representatives

The General Industry Session will provide current and potential contractors, meat suppliers and processors, and other interested parties with an overview of specification updates, certification issues, and other purchase program initiatives planned for the upcoming school year. AMS personnel will be available throughout the conference to answer questions on the various purchase programs.

Break-out sessions (will be held simultaneously) -- Target audience: Quality Assurance/Plant Managers/Company Officials and/or representatives, including further processors:

Further Processor Workshop -- April 28, 2005 -- 3:30 p.m. to 5:30 p.m.--Target audience: Processors of Cooked Products and suppliers of raw materials

The workshop will provide information on cooked beef and pork products that will be offered to schools for the upcoming school year and provide an opportunity for processors to discuss processing issues. Meat processing firms are encouraged make this opportunity available to one or more of their key processing managers.

Fish-- April 28, 2005 -- 3:30 p.m. to 4:30 p.m.--The break-out session will focus on program requirements for the procurement of fish items that will include current trends and specification requirements that USDA plans on implementing in the near future.

Attachments

REGISTRATION FORM

ANNUAL LIVESTOCK AND SEED PROGRAM INDUSTRY CONFERENCE

Hilton Kansas City Airport
8801 N.W. 112th Street
KANSAS CITY, MISSOURI 64153

For lodging reservations, call (816) 891-8900 and request Livestock and Seed Conference rate.

SPONSORED BY USDA's AGRICULTURAL MARKETING SERVICE

Fax this registration form to Lauren King at: (202) 720-9538 by April 8, 2005

COMPANY NAME: _____

MAILING ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

BUSINESS PHONE: _____

To assist us in our planning of conference facilities, please indicate the session(s) that you or company's representatives plan to attend.

Name of Person Attending	Overview of Preparing Technical Proposal (April 27, 2005 -- 4:00 p.m. to 6:00 p.m.)	General Industry Session (April 28, 2005-- 7:30 a.m. to 3:00 p.m.)	Further Processor Forum (April 28, 2005-- 3:30 p.m. to 5:30 p.m.)	Fish Products (3:30 p.m. - 4:30 p.m.)

Questions/Comments for discussion:

Hilton Kansas City Airport

NORTH

Take I-29 South to Exit #12 (112th Street).
Turn left, go under the highway. Turn right into the parking lot.

SOUTH

Take I-35 North to I-29 North to Exit #12 (112th Street).
Turn right, then turn right into the parking lot.

EAST

Take I-70 West to I-435 North. Follow I-435 North to KCI Airport Exit.
Stay in the left lane on the KCI Airport Exit.
Turn left at Ambassador Drive to 112th Street.
Go through the Intersection at 112th Street,
Then turn right into the parking lot.

WEST

Take I-70 East to I-35 North to I-29 North, Exit #12 (112th Street).
Turn right on Ambassador, then turn right into the parking lot.